



Applicant's Name: _____

Location: _____

Type of Plan: _____

§440-299C Required Documents for Signage	In Compliance	Not in Compliance
Detailed Sign Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Sign image/picture with dimensions (proposed and all existing)	<input type="checkbox"/>	<input type="checkbox"/>
B. Provided in square feet	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing individual signage	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing total aggregate square feet of all signage	<input type="checkbox"/>	<input type="checkbox"/>
E. Proposed individual signage square feet	<input type="checkbox"/>	<input type="checkbox"/>
F. Proposed total aggregate square feet of all signage	<input type="checkbox"/>	<input type="checkbox"/>
G. Type of signage (proposed/all existing) — see Article XIV, Signs	<input type="checkbox"/>	<input type="checkbox"/>
H. Specify single or double sided (proposed/all existing)	<input type="checkbox"/>	<input type="checkbox"/>
Plot Plan for Freestanding Signs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- North Point	<input type="checkbox"/>	<input type="checkbox"/>
- Date	<input type="checkbox"/>	<input type="checkbox"/>
A. All existing property lines with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
B. All setback lines	<input type="checkbox"/>	<input type="checkbox"/>
C. All existing structures (dimensions, total square footage, distance from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
D. All existing/proposed driveway/parking spaces/interior roadway areas, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
E. Adjacent street names and alleys	<input type="checkbox"/>	<input type="checkbox"/>
F. Plot plan note specifying dates for submittals and revisions	<input type="checkbox"/>	<input type="checkbox"/>



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**In
Compliance**

**Not in
Compliance**

G. Other information as may be required by the City Manager or City Engineer to adequately review the plan

H. Sanitary sewer, public water, and storm drain locations, including the location of all lines and tie-ins

I. All existing and proposed easements and rights-of-way, if applicable

Helpful Hints

- ◆ A Plot Plan can be obtained from the following sources:
 - ◆ Google Maps: www.google.com/maps
 - ◆ Kent County Levy Court Online Mapping: www.co.kent.de.us/gis-division/public-mapping-web.aspx
 - ◆ Contacting City Staff for a copy of an existing plot plan.
- ◆ To obtain water, sewer, and/or storm drain locations, you can contact Alan Moore at (302) 632-8826.
- ◆ Harrington's Zoning Code can be found at this link: www.harrington.delaware.gov/city-code. Please note that newly adopted legislation may not be incorporated yet, but can be found under the "New Laws" tab in PDF form on the left-hand side of the page.

If you have any questions or concerns, please contact us! For questions/concerns related to signage zoning, email Debbie Pfeil at debbie.pfeil@aecom.com and for questions/concerns related to signage construction, please email Dave Naples at david.naples@rve.com.

Approve

Disapprove

Application Reviewed by:

Date:

Application Approved by:

Date: